

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 08/24/2016		2. CONTRACT NO. (If any) EP-W-13-016		6. SHIP TO: a. NAME OF CONSIGNEE SRRPOD	
3. ORDER NO. 0024		4. REQUISITION/REFERENCE NO. PR-OLEM-16-00035			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: N. Jay Bassin				f. SHIP VIA	
a. NAME OF CONTRACTOR ENVIRONMENTAL MANAGEMENT SUPPORT, INC				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 8601 GEORGIA AVE STE 500 3015895318				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY SILVER SPRING		e. STATE MD	f. ZIP CODE 209103439		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE TIFSD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE				

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 106741598 TOCOR: Kim Katonica Max Expire Date: 06/01/2018 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$0.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	\$76,564.00	17(i) GRAND TOTAL

22. UNITED STATES OF

AMERICA BY (Signature)

08/24/2016

ELECTRONIC SIGNATURE

23. NAME (Typed)

Eulvid Rocque

TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

PAGE NO

SCHEDULE - CONTINUATION

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
08/24/2016	EP-W-13-016	0024

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460</p> <p>Period of Performance: 08/24/2016 to 06/01/2018</p> <p>Title: Support for the RCRA Public Participation Manual Update</p> <p>The purpose of this action is to accept and incorporated by reference the contractor proposal dated August 18,2016 for Contract number: EP-W-13-016 Task Order 0024 in the amount of \$76,564.00. This task order is also being incrementally funded in the amount of \$12,500.00 via requisition number: PR-OLEM-16-00035. The contractor is not authorized to exceed the total approved cost and funding ceilings of \$76,564.00 nor the funding ceiling of \$49,500 for this Task Order without the approval of the contracting officer.</p> <p>Accounting Info: 16-17-B-31P-302DA1-2585-1631PDP020-001 BFY: 16 EFY: 17 Fund: B Budget Org: 31P Program (PRC): 302DA1 Budget (BOC): 2585 DCN - Line ID: 1631PDP020-001 Funding Flag: Partial Funded: \$37,000.00</p> <p>Accounting Info: 15-16-B-31P-302DA1-2585-1631PDP020-002 BFY: 15 EFY: 16 Fund: B Budget Org: 31P Program (PRC): 302DA1 Budget (BOC): 2585 DCN - Line ID: 1631PDP020-002 Funding Flag: Partial Funded: \$12,500.00</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

Task Order Statement of Work
Office of Resource Conservation and Recovery (ORCR)
Permits Improvement and Implementation Division
Federal, State, and Tribal Programs Branch (FSTPB)
Support for the *RCRA Public Participation Manual* Update

I. BACKGROUND

The U.S. Environmental Protection Agency's Office of Resource Conservation and Recovery (ORCR) is responsible for oversight and implementation of the Subtitle C RCRA program. Under this program, RCRA governs the permitting of hazardous waste management facilities and is the foundation for public involvement activities during the permit and cleanup processes. EPA's RCRA regulations provide for public participation at all permitted hazardous waste management facilities—from before permit application, through the permitting process, and during the permit's life. Facilities applying for a permit are required to involve the public in some aspects of the process. Businesses and the state or federal permitting agency also are required to make information available to the public. The public has opportunities to submit comments and request public hearings.

With the advent of the Executive Order (EO) 13563, public participation has become a key element of the Agency's rulemaking and decision-making process. In part, EO 13563 requires federal agencies to adopt regulations through a process that involves public participation based on the open exchange of information and perspectives among state, local, and tribal officials, experts in relevant disciplines, affected stakeholders in the private sector, and the public as a whole.

EPA has made significant strides in demonstrating that involving the public in an open exchange of information and perspectives is broader than outreach. The implementation of these important additional strategies moves us closer to the intent of the EO to protect public health and the environment while promoting economic growth, innovation, competitiveness, and job creation. The EPA's role is to convene key players, provide strong and effective two-way communications that ensure active listening and understanding, and develop solutions that incorporate public perspectives to the extent possible. The *RCRA Public Participation Manual* will move ORCR's public participation efforts to a new level by empowering our stakeholder groups (public, regulators, and RCRA facilities) to understand their role in public participation and provide them with tips, tools, and techniques to take action that is more effective.

II. SCOPE

To communicate the continued importance of improving cooperation and communication among all participants in the RCRA permitting process, ORCR seeks support to continue updating the *RCRA Public Participation Manual*. In the spring of 2016, EPA will release the *RCRA Public Participation Manual* for public comment and tribal consultation and coordination. Under this Task Order, the contractor will help analyze the comments and revise language based on the comments received during public comment and tribal consultation and coordination, provide

technical, analytical and research assistance to EPA in modifying and improving the draft, and develop supporting documents which will provide information to the public, regulators, and RCRA facilities. The contractor will also provide support to design, develop, and assist in the final production of the updated *RCRA Public Participation Manual*. Specifically, the contractor will complete and provide camera ready materials for the updated *RCRA Public Participation Manual* and other supporting outreach materials, including fact sheets. The contractor will also provide support in determining the most effective mode of outreach to the public. In some tasks, the contractor may have to research the subject matter and gather information in addition to what the EPA provides.

III. PERIOD OF PERFORMANCE OF TASK ORDER

The period of performance of this task order is from July 1, 2016 to June 1, 2018. The contractor shall perform the tasks described below.

IV. TASKS

1. Task 1. Update the RCRA Public Participation Manual (2015 Edition)

The contractor shall provide technical support to EPA in updating the *RCRA Public Participation Manual*. Support includes:

- Provide technical, analytical and research assistance to EPA in modifying and improving the draft;
- Assist with the analysis and needed revisions based on comments received during the public comment (industry, state and local governments, communities and general public) and tribal consultation and coordination period;
- Pre-Final Draft - Revise the draft into a plain-language document written in active voice with clear and concise information for regulators, facilities, and communities so these stakeholders can effectively contribute to and actively engage in public participation. Information will need to be deleted, added and/or updated; the contractor shall revise the document to read at grade level 8.
- Final Manual – in a manner that the publication standards established by EPA’s Office of Communications, Education, and Media Relations. This will include a Word version and PDF copy of the PPM.
- Publication development, including copy editing, proof reading, graphics production, illustration, layout, design, internet compliant as well as preparation of camera-ready materials for GPO printing.

A final version of the *RCRA Public Participation Manual* will need to be completed by October 7, 2016.

RCRA Public Participation Manual Delivery Schedule

Task	Deliverable	Due Date
Kick-off meeting	Initial meeting to discuss project	Within two weeks after the task order is in place.
Meeting	Meeting to discuss the support EPA will need in revising the <i>RCRA Public Participation Manual</i> based on comments received during the public comment and tribal consultation and coordination. Support may include conducting further research and revising language.	Within 4 weeks after the public comment and tribal consultation and coordination period has closed.
Formatting/Graphic/Updating the <i>RCRA Public Participation Manual</i>	Drafts, Interim Drafts, and Final Draft	Draft – within 10 days of EPA comments. Interim draft(s) – within 10 days of EPA comments.
Prepare and Submit a final draft of the <i>RCRA Public Participation Manual</i> to the EPA WAM.	Final Draft	October 7, 2016 Final Draft – Camera-ready within 10 days of EPA approval

2. Task 2. *RCRA Public Participation Manual* Toolkit

The contractor shall provide support to EPA in developing a RCRA Public Participation Manual Toolkit. The Toolkit will provide each stakeholder group (regulators, facilities, and communities) with a practical easy-to-use aid to effectively contribute to and actively engage in RCRA public participation. The checklists, tips, tools, and/or techniques will increase the effectiveness of public participation. The Toolkit may include two or three outreach documents such as:

- Two brochures, one for regulators and communities stakeholder group. For estimation purposes, each brochure will be three to eight pages long and will provide tips, tools, and techniques for each stakeholder group to be part of meaningful public participation. The documents will also link back to the *RCRA Public Participation Manual* to find more detailed information.

- Checklists for identifying key people to involve within each stakeholder group.
- Checklists for preparing to present information and understand information presented.
- Document detailing the steps needed to facilitate understanding among stakeholders.
- A guide, approximately three pages, to understanding terminology, such as cumulative risk and Omnibus Bill/Omnibus Authority.
- Diagram of the Permitting and Corrective Action Process which indicates where there are opportunities for input.
- Two brochures, one for permitting and one for cleanups. The brochures will include case studies and highlight the importance of public participation in the RCRA program. For estimation purposes, each brochure will be no more than two pages long and provide description of the project activity, list of project participants, project benefits, lessons learned, and project contacts.

RCRA Public Participation Manual Toolkit Delivery Schedule

Task	Deliverable	Due Date
Kick-off meeting	Initial meeting to discuss project and to discuss the two to three outreach documents that will be included in the Toolkit	Within two weeks after the task order is in place.
Develop/Graphic for Toolkit	Drafts, Interim Drafts, and Final Draft	Draft – within 10 days of EPA comments. Interim draft(s) – within 10 days of EPA comments.
Prepare and Submit final material for the Toolkit to the EPA WAM.	Final Drafts	February 1, 2016 Final Draft – Camera-ready within 10 days of EPA approval

V. Point of Contact

Kim Katonica-Mule'
(703) 308-6087
Katonica.kim@epa.gov

VI. Terms and Conditions

- The contractor shall coordinate and integrate all activities needed to execute the support required. Planning shall be comprehensive; plans shall be implemented as approved or

deviations documented as appropriate to meet the needs of this task order; problems or concerns and possible corrective actions shall be identified and implemented in a timely and efficient manner; responses to inquiries, and/or technical, service, administrative issues, etc., shall be handled in a timely, complete and effective manner. The contractor shall also have knowledge of EPA's policy as well as understanding of the EPA's permitting process, public participation, and environmental justice.

- The contractor shall use QA monitoring tools to ensure technical support and deliverables meet contract and task order requirements. EPA will evaluate the contractor based upon (1) the contractor's responsiveness to EPA's needs throughout this task order, (2) the functionality, accuracy, and technical quality of the contractor's work being at all times professional and deliverables being complete and free of technical errors and/or typographical or grammatical errors, (3) the contractor's ability to accomplish high quality work within the agreed upon time frames, (4) the contractor's timeliness in completing all work, and (5) the contractor's regular communication regarding this task order progress and prompt notification as funding thresholds are approached.
- All communications materials will meet EPA's editorial, printing, website, and graphic design requirements as well as government-wide paper, style, and color requirements as specified by the U.S. Government Printing Office (GPO) and the Joint Committee on Printing. All materials developed under this Task Order Statement of Work are the property of EPA.
- The contractor shall notify the WAM when 75% of the funds and hours for the work assignment have been expended as stated in the contract. The contractor shall not exceed either the dollar or the professional labor hour budget of a work assignment without written approval from the CO. In addition, on quick response tasks (QRT's) the contractor shall not exceed the PL hour budget of the QRT unless a QRT amendment is issued by the PO to increase the authorized budget of the QRT.
- EPA may require quick turnaround support (i.e. 30 calendar days or less) in connection with this work assignment such as: creating and editing publications, documents, fact sheets, CD-ROMS, and conducting research. However, because EPA cannot define some its specific requirements at this time, this work may be ordered at a later date by issuing one or more technical directives (TDs). Written TDs shall be issued by the EPA TOCOR to the contractor on an "as-required" basis.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
001		See Block 16C		PR-OLEM-17-00270	
6. ISSUED BY		CODE		5. PROJECT NO. (If applicable)	
SRRPOD		SRRPOD			
US Environmental Protection Agency					
Ariel Rios Building					
1200 Pennsylvania Avenue, N. W.					
Mail Code: 3805R					
Washington DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.	
ENVIRONMENTAL MANAGEMENT SUPPORT, INC					
Attn: N. Jay Bassin				9B. DATED (SEE ITEM 11)	
8601 GEORGIA AVE STE 500					
3015895318					
SILVER SPRING MD 209103439		x		10A. MODIFICATION OF CONTRACT/ORDER NO.	
				EP-W-13-016	
				0024	
				10B. DATED (SEE ITEM 13)	
				08/24/2016	
CODE 106741598		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$27,064.00
 See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.232-22 Limitation of Funds. (APR 1984) and Ordering Clause

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 106741598

TOCOR: Kim Katonica Max Expire Date: 06/01/2018

The purpose of this action is to obligate funding in the amount of \$27,064.00 via requisition number: PR-OLEM-17-00270. The contract is not authorized to exceed the total approved cost ceiling of \$76,564.00.

LIST OF CHANGES:

Reason for Modification : Funding Only Action

Obligated Amount for this Modification: \$27,064.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Marneice Wise	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	06/05/2017

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-W-13-016/0024/001	2	2

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT SUPPORT, INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Obligated Amount for this Award: \$76,564.00</p> <p>Incremental Funded Amount changed: from \$49,500.00 to \$76,564.00</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: \$27,064.00 Incremental Funded Amount changed from \$49,500.00 to \$76,564.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 17-18-B-31P-302DA1-2585-1731PDP012-001 DCN-LineID 1731PDP012-001 Amount: \$27,064.00</p> <p>Period of Performance: 08/24/2016 to 06/01/2018</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY SRRPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENVIRONMENTAL MANAGEMENT SUPPORT, INC Attn: N. Jay Bassin 8601 GEORGIA AVE STE 500 3015895318 SILVER SPRING MD 209103439		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-13-016 0024 10B. DATED (SEE ITEM 13) 08/24/2016	
CODE 106741598		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 106741598

TOCOR: Toshia King Max Expire Date: 06/01/2018

The purpose of this modification is to change the Primary COR to Toshia King and the Alternate COR to Kim Katonica. All other terms and conditions remain unchanged.

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Contracting Officer Representative changed from Kim Katonica to Toshia King

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Marneice Bivins	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 02/28/2018

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT SUPPORT, INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Alternate COR/Project Officer changed from Charles Reddoor to Kim Katonica Period of Performance: 08/24/2016 to 06/01/2018				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 2	
2. AMENDMENT/MODIFICATION NO. P00003		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OLEM-18-00438	
6. ISSUED BY CODE		SRRPOD		5. PROJECT NO. (If applicable)	
SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.	
ENVIRONMENTAL MANAGEMENT SUPPORT, INC Attn: N. Jay Bassin 8601 GEORGIA AVE STE 500 3015895318 SILVER SPRING MD 209103439				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-13-016 0024	
				10B. DATED (SEE ITEM 13) 08/24/2016	
CODE 106741598		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$24,077.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.232-22 Limitation of Funds (APR 1984)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 106741598

TOCOR: Toshia King Max Expire Date: 09/02/2018

The purpose of this modification is to approve the contractor's technical and price proposal dated May 8, 2018 for an additional 220 hours and \$24,077.00. Additionally, this modification obligates incremental funding in the amount of \$24,077.00 under the Base Period of this TO. The incremental funding on this TO has therefore increased by \$24,077.00 from \$76,564.00 to \$100,641.00. This task order is fully funded at the ceiling amount of \$100,641.00 in which the contractor is not authorized to exceed without prior written approval from the contracting officer.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Marneice Bivins	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		ELECTRONIC SIGNATURE (Signature of Contracting Officer)	08/02/2018

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-W-13-016/0024/P00003	2	2

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT SUPPORT, INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Reason for Modification: Funding Only Action Period Of Performance End Date changed from 01-JUN-18 to 02-SEP-18 Total Amount for this Modification: \$24,077.00 New Total Amount for this Award: \$100,641.00 Obligated Amount for this Modification: \$24,077.00 New Total Obligated Amount for this Award: \$100,641.00 Incremental Funded Amount changed: from \$76,564.00 to \$100,641.00</p> <p>Maximum Potential Expiration Date changed to : 09/02/2018</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$76,564.00 to \$100,641.00 Obligated Amount for this Modification: \$24,077.00 Incremental Funded Amount changed from \$76,564.00 to \$100,641.00 End Date changed from 01-JUN-18 to 02-SEP-18</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 18-19-B-31P-000DA1-2585-1831PDP013-001 DCN-LineID 1831PDP013-001 Amount: \$24,077.00 Period of Performance: 08/24/2016 to 09/02/2018</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. P00004		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE SRRPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENVIRONMENTAL MANAGEMENT SUPPORT, INC Attn: N. Jay Bassin 8601 GEORGIA AVE STE 500 3015895318 SILVER SPRING MD 209103439		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-13-016 0024	
				10B. DATED (SEE ITEM 13) 08/24/2016	
CODE 106741598		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR Subpart 6.3 Other Than Full and Open Competition

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 106741598

TOCOR: Toshia King Max Expire Date: 03/02/2020

The purpose of this modification is to extend the Period of Performance from 3 March 2019 to 2 March 2020. This task order will be extended at no cost to the government. The Base Period ceiling amount on this task order is \$100,641.00 in which the contractor is not authorized to exceed without prior written approval of the contracting officer. All other terms and conditions remain unchanged and in full force and effect.

LIST OF CHANGES:

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Marneice Bivins	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 04/25/2019

Previous edition unusable

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-W-13-016/0024/P00004	2	2

NAME OF OFFEROR OR CONTRACTOR
 ENVIRONMENTAL MANAGEMENT SUPPORT, INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Reason for Modification: Extend POP Period Of Performance End Date changed from 02-SEP-18 to 02-MAR-20 New Total Amount for this Award: \$100,641.00 Maximum Potential Expiration Date changed to : 03/02/2020 Period of Performance: 08/24/2016 to 03/02/2020				